

**University of Cambridge Computer Laboratory  
Health and Safety Committee**

**Chairman:** Dr P Brooks

**Secretary:** Mrs K Ellis

Minutes of a meeting of the Health and Safety Committee held at 10.00 on Tuesday 21<sup>st</sup> June 2011 in room GS15, William Gates Building.

**Present:** Dr P Brooks (Chair) Mrs K Ellis Dr M Kuhn Mrs M Levitt Ms C Matthews  
Mrs H Scarborough

**Apologies:** Mrs M Sammons

0. PB welcomed Helen Scarborough to the meeting. She is now a new qualified first aider.
1. **Minutes of the last meeting**  
The minutes of the meeting held on 8<sup>th</sup> March 2011 were approved and signed.
2. **Matters arising from the previous minutes**  
None
3. **Correspondence**  
None
4. **First Aid and Accidents**
  - 4.1 NR092: An undergrad fell off bike due to wet conditions. First aiders bandaged elbow and advised him to visit the college nurse.
  - 4.2 PB reminded all the first aiders about the First Aid Annual Conference on Wednesday 22<sup>nd</sup> June.
5. **Workplace and Risk Assessments**  
None
6. **Fire**
  - 6.1 Fire Wardens list update report pending for the next meeting due to Building Services not being at the meeting
7. **Building Matters**
  - 7.1 Report on the gas leak and Recycling problems pending for the next meeting due to Building Services not being at the meeting.
8. **Lasers**

MK reported that there is now a "LaserPro Spirit GX" laser cutter installed in SE17, which uses a powerful infrared laser. The manufacturer has declared its 100-watt cutting laser with safety interlock to be "Class I" and the associated laser pointer to be "Class IIIR". Since only these U.S.-style safety ratings have been supplied, a detailed risk assessment will have to decide whether the University's rules for Class 3B and Class 4 lasers apply. MK also reported the Annual Laser Return is due.
9. **West Cambridge Site**

MAL reported there is a West Cambridge Site meeting on the 23<sup>rd</sup> June and would report back and the next meeting.
10. **Any Other Business**  
None
11. **Date and Time of Next Meeting**  
Tuesday 4<sup>th</sup> October at 10.00am